

First Coast High School Summer Internship Program



**Ensuring Students are
College-Prepared and Work-Ready**



Sonya Russell
LEAD TEACHER of INTERNSHIP PROGRAM
INTERNATIONAL TRADE & LOGISTICS CAREER & PROFESSIONAL ACADEMY
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Dear Employer:

Our summer internship program has been a huge success! Thanks to partners such as you, two First Coast High School seniors gained valuable on-the-job training and earned school-to-work experience this past summer.

The International Trade and Logistics Career and Professional Academy (Academy) is growing by leaps and bounds and we wanted to share our excitement with you! For this upcoming school year we are adding other courses that partner with international trade and logistics such as *International Business Systems* and *the Stock Market Game*. What we're really excited about is the implementation, never done before in the state of Florida, of the Junior Achievement Global Program. Classes will be video conferencing, teaching, sharing and trading business products marketed by students from both a local school in Curitiba, BRAZIL and First Coast High School here in Jacksonville. What an exciting experience for the students involved in those classes!

Our primary partner is JAXPORT, but other local area businesses are also active supporters. In addition, we are constantly in the process of seeking additional business partners who are interested in offering support to our Career Academy students. We are a single community, a "School within a School," and have a dedicated staff within the Career Academy that encourage the building of relationships, both professional and personal, with our students. Coupled with the rigorous Academy curriculum, these teachers seek to inspire a love for lifelong learning within our students.

Your continued support and commitment through donations, internships, job shadowing, work site field trips, and in-class speakers are greatly appreciated. However, as our program and student numbers continue to grow, so do our needs for additional assistance. Please be sure to check your mail in early December/January concerning our Summer Internship Program. Renew your commitment to our future workforce. Plan to continue your relationship with our students during Summer 2009!

Sincerely,

Sonya Russell
Lead Teacher of Internship Program



INTERNATIONAL TRADE & LOGISTICS CAREER & PROFESSIONAL ACADEMY

There are several contributing factors influencing high schools that choose to participate in Career and Professional Academy programs:

- The public school student population contains a large number of at-risk students.
- Many educational officials, school administrators and teachers want Smaller Learning Communities or "School within a School" programs that cater to the needs of the students.
- There are faculty members willing to teach in the program and willing to commit to the rules and regulations set forth by the Florida Division of Education Career Academies.

First Coast High School is the model school for the International Trade & Logistics Career & Professional Academy Internship Program in Duval County.

Mission Statement

The mission of the International Trade and Logistics Career and Professional Academy at First Coast High School is to create:

- a workforce and postsecondary program that prepares First Coast High School students for the 21st century;
- a community of learners that fosters inquiry based problem-solving skills for all students;
- real-life experiences in the classroom and in the workplace.

First Coast High School prepares students for challenging careers in all aspects of International Trade and Logistics in response to the present and eminent future expansion of Jacksonville as a regional logistical center.

In partnership with strong industry leaders, such as **JAXPORT**, First Coast's career and academic team collaborates with industry professionals and post-secondary educators to create rigorous and relevant curriculum that explores potential industry employment at all levels.



Composed of all stakeholders, the Career and Professional Academy Advisory Board collaborate in providing a variety of opportunities as well as designing curriculum that meets increasingly challenging and competitive workplace and postsecondary demands.

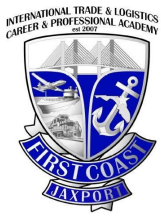
Real life connections are assured by exposing students to a variety of field experiences that enhance classroom instruction through guest speakers, field studies, job shadowing, mentoring and internships.

The courses offered include a core computer course, Business Management and Supervision, Legal Aspects of Business, as well as courses in Accounting and International Business. Completion of the planned, sequenced courses leads to workforce readiness as well as academic opportunities at both community and four-year colleges.

The First Coast Career and Professional Academy of International Trade and Logistics' team of dedicated education professionals are assisted by a designated Assistant Principal and a School Counselor. All academy students are counseled and encouraged to qualify for Bright Futures, Gold Medallion, or Gold Seal Diploma scholarships while earning dual credit and/or industry certification.

Why choose to be part of an Academy?

- As part of an Academy program, students may participate in professional-based learning activities such as **internships, mentoring, or cooperative learning programs** focused on career interest. Students receive preparation that gives them a **jump start towards their college education.**
- How do your groceries make it from the fields to the shelves? How does a Rock Group get equipment set up in 12 cities in one month? How did your MP3 player get from Japan to your local superstore? They are all tracked, relocated, and set up by people in fields of international trade and logistics.
- The International Trade and Logistics Career and Professional Academy prepares students to work in areas of **international business, supervision and management, marketing, accounting, office management**, and all careers that deal with movement and management of both goods and personnel.

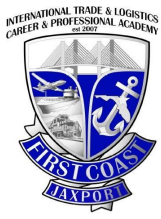


Employer Responsibilities

Internships provide an opportunity for employers to participate within the academic community. Employers are joined in partnership with the educational process, working directly with teachers, students, and the internship coordinator. Employers receive insights into what high school students are like, direct experiences that are more educational, and almost always more positive, than the images expressed through the media. Because the interning students represent the future work force, such participation can also help employers to continually review and evaluate their own hiring and training practices in order to be more successful. Many employers welcome the opportunity to provide internships for these reasons.

Benefits to the Employers

The internship program provides the employer with an eager worker who is prepared to contribute to the workplace. It is important for the employer to fill out the *Intern Request Data Sheet* to better facilitate a match with a student who meets their employee requirements. During the orientation, dates and times will be provided to employers to conduct the selection interviews. If for any reason the supervisor in charge is unable to attend, a representative may take his/her place. Employers meet the students at the work site to conduct a placement interview. Interns are instructed to come to interviews with research on the interviewing company, questions about the work site and the expected career experience. A significant part of the internship program is teaching the attitudes and behaviors that employers are looking for in their workers, such as punctuality, teamwork, and conflict resolution. Providing feedback and encouragement on performance is an ideal way to communicate to the interns. Remember, interns make mistakes; the internship experience is a process to assist students in becoming better prepared to enter the world of work or in considering their options for future employment.

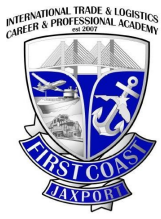


Student Responsibilities

The purpose of the Career Academy internship is to provide students with meaningful, real-life school to work experiences in a professional work environment. One of the first steps in assuring success in this program in preparing students for an exciting and new experience is have them attend an initial orientation session. Students attending the orientation will learn the function of the program, what is expected of them if he or she is selected for an internship position, and what they can expect from the school and the work site. Items of interest include but are not limited to the following: Completing the Application Process (Resume, Transcript, Letters of Recommendations, and Personal Statement); Completing a Two-Round Interviewing Process (Panel Interview with Program Director and other Career Academy team members, and Employer Interviews); Internship Assignment; Personal and Professional Assessments and; By-Weekly Academy Internship Workshops.

Benefits to the Students

Knowledge of contemporary business skills and practices are gained and valued when students are involved in internships. The jobsite atmosphere teaches responsible and professional behavior, being part of a team and utilizing each others strengths and skills and, becoming more proficient in time management when completing assigned tasks. As part of an Academy program, students may participate in professional-based learning activities such as internships, mentoring, or cooperative learning programs focused on career interest. Students receive preparation that gives them a jump start towards their college education. The International Trade and Logistics Career and Professional Academy prepares students to work in areas of international business, supervision and management, marketing, accounting, office management, and all careers that deal with movement and management of both goods and personnel. Furthermore, it allows exploration in what they like and dislike about specific jobs; and learn what skills, knowledge, and education are required for careers in which they have an interest.



Program Director Responsibilities

The responsibilities of the Program Director include but are not limited to the following: Conducting orientation sessions for students and businesses interested in the internship program; Assessing the needs of the Business Partners for internship placement; Conducting individual student interviews; Attending International Trade and Logistics Career and Professional Academy Advisory Board meetings; Planning and implementing workshops for Career Academy internship students; Conduct one-on-one counseling sessions with students; Coordinating and conducting tours with JaxPort and neighboring businesses and colleges; Coordinating the awards ceremony, the Career Academy “End of School Bash” field trip, and the Career Academy Senior Banquet and; Attend any seminars or dinners indicative of providing resources for Career Academy student scholarships. The Program Director also agrees to visit each student at the workplace and will work closely with the workplace supervisor to monitor the completion of the required internship activities. Through the cooperative efforts of all parties concerned, the Program Director will work with the workplace supervisor to resolve any complaints.

Benefits to the Program Director & Career Academy Teachers

When students are provided the opportunity of internships, teachers and Program Directors have a venue in which students can relate their schoolwork to real-life experiences. Interning students learn the importance of classroom lessons. Critical to the workplace and taught in the classrooms are skills such as research and reporting, writing, speaking, analysis, organization, problem solving, uses of technology programs, and responsibility. A beautiful intrinsic motivation occurs when interning students see the important relationship between education and on the job training, springing forth new life experiences and bringing back a love of learning into the classroom. This new love of learning is apparent when students return back to school more eager and motivated to participate and learn as they have developed a more concrete reason to go to college as they see the correlation between job excellence and the level of classroom expectations.

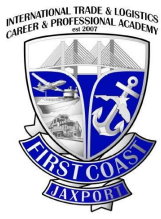


The Academy Internship Experience

The paid internship is perhaps the most memorable and critical component in the First Coast Career and Professional Academy experience for high school students. It is also one of the most rewarding, as it is the opportunity for students to apply, in a real-world setting, what they've learned in their Career Academy classes in the preceding years. To ensure that the students' paid internship lives up to expectations, all stakeholders must invest an appropriate amount of time and resources.

A paid internship is not just a summer job. It is an extension of Career Academy classroom instruction and curriculum, further developed and challenged in a business environment, supervised by business leaders in a real-world setting, and resulting in a broad, relevant, enriching educational experience for the student. Done correctly, paid internships provide the context in which a student's classroom learning is applied.

But, the paid internship doesn't stop at just applying classroom skills in a work environment. It also exposes the student to a broad view of work experiences and situations which could be expected if the student were to pursue a career in that field. And, the student should also be exposed to a broad array of soft, workplace skills: critical thinking, teamwork, decorum, ethics, creativity, time management, ingenuity, honesty, problem-solving, comportsment, and a solid understanding of the importance of excellent written and oral communications skills. This combination of benefits provides a valuable foundation for any career the student chooses to pursue in the future.



Internship Benefits:

The paid internship provides benefits for all stakeholders, especially the students and the business partners providing the intern position.

Student Benefits:

There are many benefits to participating in the FCCHS Career Academy Summer Internship - not only for you but for the employer as well. You will:

Use the skills and information learned in the Career Academy curriculum;

Learn the importance of good attendance, punctuality, and efficiency;

Apply both technical and interpersonal skills;

Earn money;

Gain references for college applications;

Make contacts for future jobs.

Corporate Benefits:

When businesses invest in internships, they are investing in the future. It's a great way to give back to the community. Through your support of internships for our students, businesses can take a direct role in schools by:

Offering students educational enhancements and a bridge to the business and professional world;

Helping to shape a new generation of worldly, diverse, highly-trained and versatile professionals;

Utilizing temporary employees during critical periods;

Selecting from knowledgeable students;

Recruiting future employees;

Contributing to public school education; and

Helping to create a motivated, educated workforce.

The following reflects a typical Summer Internship Program:

Lasts six to ten weeks

Pays at least the current national minimum wage (pay will vary depending on industry and location)

Provides the intern with a workplace supervisor who will guide the student through the work experience

Offers the intern opportunities to learn about many aspects of the business

Challenges the intern to think and solve problems

Enhances the work experience with professional development seminars or meetings

Utilizes skills learned in specific Career Academy courses, as well as specific knowledge of the industry and its components

Includes pre-internship preparation activities, instruction during the internship period, and post-internship reflection/summation connected to student work experiences



INTERN REQUEST DATA SHEET

Return form to:

**First Coast High School
Career & Professional Academy**

Attn: Sonya Russell,

590 Duval Station Road

Jacksonville, Fl. 32218

Office: (904) 757-0080

Fax: (904) 696-8721

russells1@duvalschools.org

Please use this form to describe your available openings. Use a separate Intern Request Data Sheet for each job title. The Internship Program Lead Teacher will work with you to find the best intern candidate (s) for your specific request.

Please Print or Type

BUSINESS INFORMATION	
Business Name:	
Type of Business:	
Address:	
Contact Person:	Title:
Phone No.:	Fax No.:
Email:	
POSITION DESCRIPTION	
Position Title:	
Position Description:	
Number of interns requested:	For office use only:
We will accept interns based on referral:	
Work hours and days:	
Part-time or Full-time (please circle one)	
SKILLS REQUIRED	



Internship Agreement

I, (print name) _____ understand that it is my responsibility to complete this course this course and all associated activities. I understand that I will be held accountable for information contained in this document and that I provide to the Program Director. I also agree to follow the requirements of the Internship Program and strive to meet the standards set for the workplace environment.

EMPLOYER RESPONSIBILITIES

The employer agrees to place the student intern in the business organization for the purpose of providing workplace experience. The work activity will be under the supervision of a qualified supervisor. The work will be performed under safe and hazard-free conditions. The student will receive the same consideration given employees with regard to safety, health, general working conditions, and other policies related to nondiscrimination in employment and educational programs or activities with regards to race, gender, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preferences, or disabilities.

PROGRAM DIRECTOR RESPONSIBILITIES

The Program Director agrees to visit each student at the workplace and will work closely with the workplace supervisor to monitor the completion of the required internship activities. Through the cooperative efforts of all parties concerned, the Program Director will work with the workplace supervisor to resolve any complaints.

PARENT/GUARDIAN RESPONSIBILITIES

Parents and/or guardians agree to abide by procedures and agreements related to placement and completion of the Career Academy Internship Program.

INTERN RESPONSIBILITIES

The student agrees to follow rules and procedures established by the Career Academy Internship Program, the school, and the employer. The student will work the required hours, report daily attendance, and complete required assignments.

This document establishes an agreement between the student, the parent/guardian, the school, and the employer on the conditions of the internship.

My signature confirms that I have read this page. I understand and accept the conditions and provisions contained.

Student _____ Parent/Guardian _____
Date _____

Prepared and distributed by the National Academy Foundation 2006



Student Agreement

As a student participant in the Career Academy Internship Program, I understand and agree to the following:

1. If I am paid by the employer, it will be according to the payroll procedures of the internship sponsor. Payment will be subject to the employer payroll, deductions, and IRS filing obligations.
2. If I do not complete the Internship, I will receive a prorated share of the salary for the work completed and risk not being able to participate in any future internship assignments.
3. The workplace is the classroom and school rules regarding absences during the summer internship will be enforce. Any excess to what is normal may lead to withdrawal from the program. Parent/guardian documentation is to be provided to the Program Director and the employer for any absences.
4. The Career Academy Internship Program is an academy program where success depends upon the student's satisfactory work performance and the completion of all assignments.
5. Specific grading criteria are determined by the Program Director and the school.
6. I will accept the employer's supervision and carry out my assigned duties to the best of my ability. I will also accept guidance, counseling, and constructive criticism/praise from both my Program Director and the workplace Supervisor.
7. I understand that if any problem arises that affects my internship; I or my parents/guardian must contact the Program Director immediately.
8. Transportation to and from the workplace is my responsibility. I will transport myself by:

Automobile

Name of owner: _____

Make and Model: _____

License Plate #: _____

Public Transportation

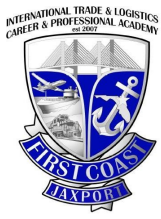
Other Transportation _____

Mine and my parent's signature below confirms that I/we have read this page. I/we understand and accept the conditions and provisions contained.

Student _____ Parent/Guardian _____

Date _____

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Student Safety Agreement

This is to certify that: (name of student)

is a student enrolled in the Career Academy Internship Program at: (enter name of school)

_____.

This student intern will be assigned an employment site under written agreement in compliance with the Child Labor provision of the Fair Labor Standard Act, Child Labor Bulletin No. 101, which provides:

- The work of the student/intern in the occupations declared particularly hazardous shall be incidental to this internship under the direct and close supervision of a qualified and experienced person.
- The signed copies of the written agreement shall be kept on file by the Program Director.
- The student/intern enrolled in this program will be under the supervision of the Program Director who is responsible to determine whether or not a specific workplace assignment is hazardous.
- The student/intern named has been instructed and satisfactorily tested on the safety precaution and practices for the workplace assignment area classified as:

I agree and accept the conditions set forth for my internship.

Student Name (print): _____

Student signature: _____

Age: _____ Date: _____

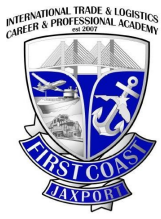
Grade: _____ Home Phone #: _____

School: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____

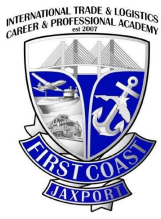
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2009 ITLCPA Interns- Resume Workshop

Date: TBA

- **Introduction**
- **Folders** (resume, power point Presentation, sample resume, timeline, personal statement, letter of recommendations, tips for interns, application)
- **Resume Power Point Presentation**
- **Resume Samples**
- **Personal Statement**
- **Letter of Recommendation**
- **Application**
- **Timeline**
- **10 Tips for Interns**
- **Business Dining Tips**
- **Comments/ Questions**



ITLCPA Interns-Resume Analysis

Date: TBA

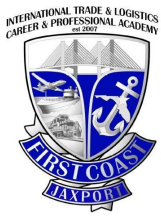
- **Introduction**
- **Importance of Standing Out**
- **Take out resume to look over**
- **Partner up students to examine each other's Resume**
 - Check on spelling, grammar, punctuation
 - Ask yourself, does it make sense? Is the information being conveyed?
- **Collect Resumes/Questions**
- **ELA Teacher(s)-Feed back on intern resumes**
- **Introduce Portfolio Building Components**
 - (Building a Professional Portfolio)
- **Announce Application due date (March 12th)**
 - Along with rest of Packet (Transcripts, Letter of Recommendation, Resume, Personal Statement)



2009 ITLCPA Interns- Personal Statement Analysis

Date: TBA

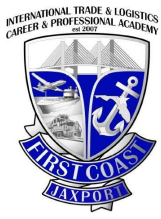
- **Introduction**
- **Return Resumes from previous meeting**
- **Go over notes/comments**
- **What were your experiences like working on this?**
- **Collect Personal Statements.**
- **ELA Teacher(s) - Feedback to interns on Personal Statements.**
- **Closing Remarks. Remind packet is due March 19.**



2009 ITLCPA Interns- Interview Workshop

Date: TBA

- **Introduction**
 - * Sign in Sheet
- **Hands out Folders w/ information**
- **Interview Power Point Presentation**
 - * What's an Interview?
 - * How to Prepare
 - * Listening Tips
 - * Attire: What to wear? What not to wear?
 - Women
 - Gentlemen
 - * Attitudes and Language during an Interview
 - * Questions
 - Employers Will Ask You
 - To Ask Employers
 - Mock Interviews Given by:
 - *Business Professionals
 - *ELA Teachers
 - * (Video Tape Sessions for next meeting)*
- **Questions/Comments**



2009 ITLCPA Interns – Pre-Interview Breakfast Workshop

Date: TBA

(Designated restaurant to be determined at a later date)

- **Introduction**

- *Sign in

- **Talk About Interviews**

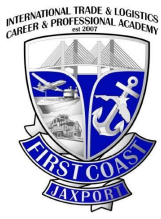
- **Begin Reviewing Interviewees' Video Tapes By Appointment Time**

- *Review Dress Attire of each Student Interviewed

- *Highlight the Good and Bad

- **Comments/Questions**

*** (Remind students of practice interview w/ FCHS staff and business partner representative before being interviewed by business.)**



Completing the Application Process

The student is responsible for ensuring all four parts of the application process are completed.

Resume: The purpose of a resume is to know if the student has any past work experience or volunteer duties. The resume highlights his/her educational experience in business and technology classes; it also indicates if the student has taken any honors or advanced placement classes, and if he/she has received or will receive any awards. The resume reveals their strengths and skills, and any extracurricular experiences that would benefit the student in the working environment.

Transcript: The purpose of including a transcript along with the application is to evaluate the student's performance in the classroom. A transcript shows what courses the student has taken, and what courses the student is scheduled to take. It also provides the grades received for each course taken and a final grade point average. The grade point average is what determines if the student qualifies for the International Trade & Logistics Career & Professional Academy Internship Program. The GPA requirement is a 2.5 or a "C+" average.

Letter of Recommendation: The purpose is to have an advisor, counselor, and/or teacher rate the student's performance by answering a series of questions. The respondent can indicate if a student has the capability of performing indicated tasks. The form provides a rating of poor to excellent to assist in determining if the student is a potential candidate for the internship program.

Personal Statement: The personal statement gives potential employers an opportunity to become acquainted with the student's interests for the future. The student provides the following information: their future career goals, what college or university they are planning to attend, and the student's current involvement in extracurricular activities and organizations.

INTERNATIONAL TRADE & LOGISTICS CAREER & PROFESSIONAL ACADEMY INTERNSHIP PROGRAM

"Ensuring Students are College-Prepared and Work-Ready"

Summer Internship Program Application First Coast High School

Please **Print or Type**.

Name: _____
Last First Middle Initial

Address: _____
Number Street Apt. #
_____ City State Zip

Phone: (____) _____ Email _____ GPA _____ Grade Level _____

Birth date ____ / ____ / ____ Age _____ Social Security # _____ - _____ - _____

Male Female Parent/Guardian _____ Work/Cell # _____

Address: _____
Number Street City Zip

WORK AVAILABILITY – SUMMER 2008

Are you currently employed? Yes No If yes, is it Temporary Part time

Are there any activities or reasons that will prevent you from participating fully in the program? Yes No

Explain: _____

Will you be attending Summer School: Yes No If yes, please provide your schedule: _____

Circle days available to work: **M T W Th F Sa Su**

Indicate what hours you are available to work: From _____ To _____

Do you have transportation? If so, please indicate? Own car Bus or Trolley None Other

Are you legally permitted to work in this country? Yes No

(Proof of citizenship or immigration status will be required prior to employment).

Do you have any physical, mental, or learning disability, which may affect your ability to perform on the job?

If yes, what is the limitation(s)? _____

ETHNICITY: (Please check one) *This section is optional*

- Black/African American
- Asian/Pacific Islander
- Native American
- Hispanic/Latino/Chicano
- Caucasian
- Other

EMERGENCY INFORMATION

Parent/Guardian Name _____ Phone (____) _____
Last First

Address _____

Daytime phone for parent/guardian (____) _____

Contact person other than parent/guardian _____ Relationship to student _____

Phone (____) _____

Family Doctor: _____ Phone (____) _____

In case of emergency, does your child require any special accommodations due to medical limitations, allergies, disabilities, dietary, constraints, or other restrictions? Please explain.

* * * *

My son/daughter has discussed the internship program with me, and I am aware of the internship requirements and responsibilities. I hereby authorize the school district to release the above information regarding my child to the JaxPort representative and or other participating business partners' representatives. I certify that all the above information is true and correct to the best of my knowledge.

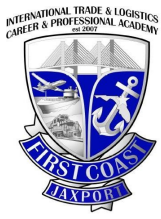
Signature of Student Date

Signature of Parent/Guardian Date

PLEASE ATTACH COPIES OF:

- Resume and Cover Letter (Typed)
- School Transcript
- A "Personal Statement" essay regarding career interests (Please type your Personal Statement and attach to application)
- Two (2) Letters of Recommendation





International Trade & Logistics Career & Professional Academy **SUMMER INTERNSHIP PROGRAM**

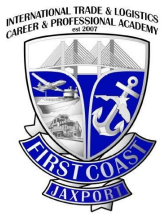
Student Name: _____

G.P.A: _____

Academy: _____

1. Tell us about yourself?
2. What are your career goals?
3. Describe one of your major accomplishments or something you are proud of at school or work?
4. What are your strengths? Weaknesses?
5. What computer software are you familiar with? Projects?
MS Word:
MS Excel:
MS Power Point:
MS Access:
MS Publisher
6. What type of work/volunteer work experience have you had?
7. Why are you interested in working as a student intern?

(2 copies – one for Business Partner, one for Program Director)



Intern Standards of Conduct

I, _____, understand that as an intern at _____ I will be required to conform to the following standards of appropriate workplace conduct while I am on the job:

- I will be punctual and conscientious in the fulfillment of my commitments and duties.
- I will accept supervision graciously.
- I will conduct myself in a dignified, courteous, and considerate manner.
- I will take any problems, criticisms, or suggestions to my supervisor.
- I will follow all company policies and procedures (dress code, safety training, etc.).
- I will always knock on closed doors.
- I will not chew gum or eat food while working.
- I will not accept monetary tips.
- I will always notify my supervisor if I am not able to report to work.
- I will only work when and where assigned.
- I will refrain from loud talking and laughter.
- I will not use company phones for personal calls.
- I will not discuss race, religion, or politics with customers.

Interns are required to follow the same code of conduct as other members of the team. Always remember that you are representing First Coast High School as well as your employer's company to the public.

Signed: _____ Date: _____
Intern's Signature

Signed: _____ Date: _____
Coordinator's Signature

**First Coast High School
International Trade and Logistics
Career & Professional Academy
590 Duval Station Road
Jacksonville, FL 32218-1869
Lead Teacher of Internship Program: Sonya Russell
CAPA Lead Teacher: Andy Dillhyon
Telephone: 904.757.0080 Fax: 904.696.8721**